

CUNY Office of Research Book Completion Award

The CUNY Office of Research invites proposals from faculty who are working on research projects they are developing into publishable book manuscripts. Funds will be awarded on a competitive basis to faculty in the arts, humanities, and social sciences to develop or complete a book manuscript for publication. This grant program welcomes applications from faculty for book projects that are in the development and prospectus stage, as well as for manuscripts that have been accepted for publication and are nearing the completion and submission stage.

We anticipate making up to 8 awards of up to \$7,500 in 2026. The awards will be announced in April 2026.

Instructions

1. Eligibility

- Only tenure-track or tenured professorial faculty at CUNY colleges and schools are eligible to apply.
- Applications are accepted from faculty members in the following disciplines:
 - Performing and fine arts
 - Humanities
 - Social sciences
 - Professional school disciplines
- Book projects that are scholarly translations or edited collections of work by various authors are not eligible for this award.
- Textbook proposals are not eligible for this award.

2. Proposal Preparation

Proposals are limited to 3 pages (single spaced, 12-point font, one inch margins). Reference/citation lists are not included in the 3-page limit. A template can be downloaded from the Book Completion Award webpage: <https://www.cuny.edu/research/research-development-programs/faculty-programs/internal-funding/bca/>

Provide the title of your book project, your name and school, and include the following:

- a description of the manuscript project
- a production timeline
- proposed use of the grant funds

The application should include a description of the preparation, editing, copy-editing, fact-checking, indexing and/or finalization of the manuscript that is required for acceptance by an academic press or established publisher. Applicants who have signed a book contract with a publisher should append the contract to the application. Applicants in discussion with publishing companies should include their most recent written communication with the editor/company.

A two-page CV that demonstrates prior scholarly accomplishment must accompany the application.

Awards are for one year and all awardees are expected to have spent the funds and have finalized the contract or publication process by the end of the award period.

3. Budget

Budgets up to a maximum of \$7,500 will be considered. Funds may be used for research related expenses and travel, research assistants, as well as for technical expenses such as copyright permissions, editing, indexing, etc. Funds may also be used for summer salary, but are not intended to be used for course release time. *An itemized description of how the funds will be used should be included in the 3-page proposal.*

4. Submission

Proposals must be submitted by **11:59pm on Friday, March 13, 2026** via our online submission system as a single PDF and contain the following:

- Signature page that must be signed by the the campus Grants Officer
- 3-page proposal (including book project summary, production timeline, description of use of funds)
- If applicable, signed contract with publisher including anticipated date of delivery
- 2-page CV

Each complete proposal must be uploaded onto our online submission site:

https://ybephbsyus.formstack.com/forms/2026_bca_proposal_submission_form

Review & Evaluation Criteria

A CUNY faculty committee will review each proposal and consider the following, non-exclusive criteria:

- The overall quality, organization, and clarity of the proposal
- The contribution of the book project to the applicant's discipline or field of study
- Feasibility of the production timeline and suitability of the use of funds
- Contributions of the work towards the career development of the applicant
- Involvement of CUNY students in the proposed project (suggested but not required)

Please direct any inquiries to:

Ron Nerio
University Research Programs Director
CUNY Office of Research
ron.nerio@cuny.edu